



**Thank you for your interest in hosting your event at the Gerald R. Ford Presidential Library or Museum.  
Please review this information which explains how to get started reserving space.**

## **HOW TO GET STARTED RESERVING EVENT SPACE**

### **Choose location for event:**

- For reserving space at the Ford Presidential Library (Ann Arbor, MI), please call (734) 205-0555.
- For reserving space at the Ford Presidential Museum (Grand Rapids, MI), please call (616) 254-0400.

### **Review the Permit Application:**

- We will provide an application packet which explains the requirements and guidelines for hosting an event at either the Gerald R. Ford Presidential Library or the Museum. The application packet is also available on-line at [www.fordlibrarymuseum.gov](http://www.fordlibrarymuseum.gov).
- Thoroughly review the application packet and read Conditions of Use (OMB Control No. 3095-0024), and the accompanying NA Form 16011, "Application and Permit for Use of Space in Presidential Libraries and Grounds."

### **Schedule a visit to the Gerald R. Ford Presidential Library or Museum:**

- We suggest a scheduled visit to view the facility spaces and discuss the details of your event with the appropriate Library or Museum staff. Any event plans must conform to Library/Museum rules and procedures, as well as all state and federal fire, safety, and security regulations.

### **Submit the Facility Rental Agreement:**

- The completed application packet must be submitted to the Gerald R. Ford Presidential Library or Museum for approval and signature. These forms are required to confirm and reserve your event date.
- ***Please note: Payment for rentals must be paid in full before or on the date of the event.***

For questions concerning your event at the Library, contact the Special Events Coordinator at (734) 205-0555.  
For questions concerning your event at the Museum, contact the Special Events Coordinator at (616) 254-0400.

The Gerald R. Ford Presidential Library or Museum auditoriums, conference rooms, and public spaces are available for ceremonies, receptions, and dinners, as well as lectures, seminars, meetings, and similar educational activities when authorized by the Director or Deputy Director. These activities shall not interfere with the normal operations of either facility, and must be consistent with the public perception of the Library or Museum as an educational, research, or cultural institution. The Library and Museum do **not** host anniversary or birthday parties, proms, or weddings.

Please be advised that the Library and Museum reserve the right to cancel any scheduled rental of the facility due to a federal/national event, acts of God, or national emergency.



## FEE STRUCTURE

*The Gerald R. Ford Presidential Library and Museum are part of the National Archives and Records Administration, and use of the facilities and grounds at both locations are governed by federal rules and regulations.*

The fee(s) for renting the Gerald R. Ford Presidential Library or Museum are as follows:

Organization Type	Facility Use Rate
For-Profit	\$1,000
Non-Profit or U of M	\$600

1. The Library (**Ann Arbor, MI**), is open from 8:45 AM to 4:45 PM, Monday through Friday.  
The Museum (**Grand Rapids, MI**), is open from 9:00 AM to 5:00 PM, Monday through Friday.
2. Events may be scheduled to begin before regular business hours or in the evening after regular business hours with the Director's approval. If your event extends beyond the scheduled ending time *as indicated in your contract*, you will be charged an additional fee at the rate of \$25.00 per quarter hour.
3. These fees cover the normal expenses for security, staffing, and utilities at the Library/Museum. Any negligent damage to the Library/Museum or its contents or equipment will bring additional charges to be determined by the Director. Extraordinary costs of cleanup, or special services and equipment will be your responsibility. If Museum exhibit access is desired, or if you would like the Museum Gift Shop open during your event, an additional security fee will be added.
4. Please call the desired location should you have any questions.  
Library (Ann Arbor, MI): (734) 205-0555.  
Museum (Grand Rapids, MI): (616) 254-0400.

**APPLICATION AND PERMIT FOR USE OF  
SPACE IN PRESIDENTIAL LIBRARIES AND GROUNDS**  
*CONDITIONS OF USE*

**LIBRARY PROVISIONS:** The library director may assess additional charges to reimburse the Government for expenses incurred as a result of the use by groups of library facilities. Each library: (1) sets its own schedule for size of donation and its own timetable for reservations, payments, and refunds; (2) decides what times are available for outside events; and (3) determines the number of people allowed for various outside events. In addition to the conditions listed here, which apply to all Presidential libraries, each library may impose conditions that apply to only that library.

**PROHIBITIONS:** Use of the auditoriums and other public spaces will not be authorized for any profit making, commercial advertising and sales, partisan political, sectarian, or similar purpose. No admission fee will be charged except by the library, no indirect assessment fees will be made for admission, and no collections will be taken. Organizations are prohibited from representing, implying, or suggesting in their invitations, publicity, or otherwise that the library endorses, sponsors, or in any way approves of the organization. Smoking is prohibited in library buildings.

**PRE-APPROVAL REQUIRED:** The following must be approved in advance by the library: (1) media coverage; (2) speakers, performers, movies, or programs (other than those included in the library program); (3) decorations that are fastened to any part of the building by any means; and (4) the serving of alcoholic beverages. Sponsoring organizations and their designated contractors must review their plans with library staff; and the plans must conform to library rules and procedures and to pertinent fire, safety, and security regulations. Events which do not receive library approval will be cancelled or altered to meet library requirements.

**LIMITATIONS:** Access to the facility shall be limited to the specific areas designated in the permit including restrooms, auditorium and cafeteria. Nothing shall impede access to the library building. The following may only be done in designated areas: (1) food preparation; (2) food and drink consumption; and (3) parking.

**RESPONSIBILITIES OF THE APPLICANT:** (1) The sponsoring organization is responsible for the entire clean-up operation, including the removal of trash from the premises immediately following the event. Library dumpsters may not be used. (2) The sponsoring organization is responsible for any damage to the library by event participants, contractors, and caterers. The library must be returned to its original condition. (3) The sponsoring organization should not have anything delivered to the library unless a representative of the organization is at the library to accept the delivery. Library staff do not sign for or in any other way assume responsibility for property belonging to the applicant, the caterer, or any other individual or organization involved in the event. (4) Organizations using the library facilities, caterers, and other contractors hired by such organizations, must follow the instructions from library staff regarding schedules for delivery and set-up.

The library reserves the right to withdraw approval of any use of a library building up to 30 days before the date(s) of the event. If, in any way, the permittee or any of his or her representatives fails to comply with the above conditions, the program may be canceled and the sponsoring organization may be held responsible for any and all costs to the Presidential library.

*All twelve of the National Archives Presidential Libraries and Museums are handicapped accessible. However, organizations requiring special access for the mobility impaired are encouraged to notify the libraries in advance of their events.*

## APPLICATION AND PERMIT FOR USE OF SPACE IN PRESIDENTIAL LIBRARIES AND GROUNDS

**INSTRUCTIONS:** Type or print in ink all items and sign. Also sign the "Application for Permission to Serve Alcoholic Beverages" form if you plan to serve alcohol. Please submit with this application a copy, sample, or description of any material or item proposed for distribution or display. Any special services for the disabled must be provided by the sponsor. (All Presidential Libraries are handicapped accessible.) See Paperwork Reduction Act burden statement on the reverse.

### PART I - APPLICATION

1. Name of applicant:	Complete mailing address:
Telephone number:	
2. Name of person/organization sponsoring, promoting, or conducting the proposed activity (if different from above):	Complete mailing address:
Telephone number:	
3. Name(s) of person(s) who will have supervision of and/or responsibility for the proposed activity (if different from above):	Complete mailing address:
Telephone number:	
4. Description of proposed activity:	5. Special services required for this event (audiovisual, catering, etc.):
6. Proposed area(s) to be used at the Library:	
7. Proposed dates and hours during which activity is to be carried out:	8. Approximate number of attendees:
DATE(S): _____ TIME - From: _____ To: _____	

I agree to follow the Conditions of Use attached to this permit. I agree to indemnify and save harmless the United States, its agents, and its employees against any and all loss, damage, claim, or liability whatsoever, due to personal injury or death, or damage to property of others, directly or indirectly due to the negligence of the user of the privilege granted by this agreement, or any other act or omission of user, including failure to comply with the obligations of this agreement.

Signature of Applicant \_\_\_\_\_ Date Signed \_\_\_\_\_

### PART II - PERMIT

*(To be completed by NARA only)*

Subject to the attached regulations (36 CFR Part 1280) and conditions, use of the \_\_\_\_\_ is permitted for the date, time, and activity described above.

Signature/Title \_\_\_\_\_ Date Signed \_\_\_\_\_

## FOOD AND BEVERAGE SERVICE

### *Conditions of Use*

1. Food and beverage may be served during events and receptions. Food and beverage service may be personally or professionally catered. You are responsible for making the catering arrangements. If professional caterers are used, you must insure that the caterer has a current state catering license. Please include the caterer's name and telephone number on the application form or give this information to the Library or Museum staff before your event.
2. You and the caterers are responsible for the entire set up of your event, the provision of tables, chairs, ice, and other items. (A small number of the Library and Museum tables and chairs are available for your use.) Use of candles or balloons is not permitted.
3. You are allowed to bring materials into the Library or Museum any time on the day of the event. All materials must be removed by the following morning. All items should be carried in or brought in on carts to prevent marring the floors. Organizations or caterers must provide their own carts.
4. For an evening event, you may begin to set up in the Library or Museum lobby after 3:00 PM on the day of the event. Plan to remove or fold up all tables and other items in public areas immediately after the event.
5. Eating and drinking are permitted in the lobby, auditorium, and conference rooms A and B at the Ann Arbor location. Eating and drinking are permitted in the lobby and the Michigan Room at the Grand Rapids location. Care should be taken that all Library or Museum furniture is adequately protected. It is the responsibility of the sponsoring organization to ensure that no glasses, plates, or other items are placed on any exhibit cases.
6. Food should be prepared in the kitchen area. Prior approval is required if catering services intend to use the Library auditorium (Ann Arbor location) for food preparation. No open flame for food preparation is allowed anywhere; however, Sterno® is permitted.
7. You may request permission to serve beer or wine by completing and submitting the APPLICATION FOR PERMISSION TO SERVE ALCOHOLIC BEVERAGES. No event may dispense alcohol without written permission from the Director of the Library or Deputy Director of the Museum. Event organizers should discuss their proposed plans in detail with the appropriate Library and Museum personnel. Alcoholic beverages are permitted in an open bar setting only, and cash bars or ticket systems for alcoholic beverages are prohibited. The serving of alcohol must cease one-half hour prior to the end of the event. Liquor service must conform to the City of Ann Arbor (Library location), the City of Grand Rapids (Museum location), and State of Michigan regulations.

**APPLICATION FOR PERMISSION  
TO SERVE ALCOHOLIC BEVERAGES**

The Permittee agrees to comply with all state and local laws and ordinances in effect in the location of the planned event governing the serving or use of alcoholic beverages. The Permittee further agrees not to serve or allow the serving of alcoholic beverages to anyone under the legal drinking age established in the location of the planned event, or to serve or allow the serving of alcoholic beverages to anyone intoxicated or displaying signs of intoxication.

The Permittee shall indemnify and save harmless the United States, its agents and employees against any and all loss, damage, claim, or liability whatsoever, due to personal injury or death, or damage to property of others directly or indirectly due to the negligence of the Permittee, or any other act or omission of the Permittee, including failure to comply with any terms, conditions, or obligations imposed on the Permittee by the Permit to use the space or by approval of this Application for Permission to Serve Alcoholic Beverages.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

The request of \_\_\_\_\_ to serve alcohol at the \_\_\_\_\_  
*Name of Organization* *Name of Presidential Library*  
on \_\_\_\_\_ is approved.  
*Date of Event*

The sponsoring organization must agree to indemnify the Government against all liability. The organization must also agree to have a Library staff member present during the event.

\_\_\_\_\_  
Signature of Library Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Concurrence (if applicable)

\_\_\_\_\_  
Date

**PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT**

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Public reporting burden for this collection of information is estimated at 20 minutes per response. Send comments regarding the burden statement or any other aspect of the collection of information, including suggestions for reducing this burden to the National Archives and Records Administration (NHP), 8601 Adelphi Rd., Rm. 4400, College Park, MD 20740-6001. DO NOT SEND COMPLETED FORMS TO THIS ADDRESS.

Revised 4/01

**\*\*PLEASE PRESENT THIS FORM TO YOUR CATERER FOR THEIR REVIEW & SIGNATURE.\*\***

**GERALD R. FORD PRESIDENTIAL LIBRARY & MUSEUM  
RULES & REGULATIONS FOR CATERERS**

**These rules and regulations are to be followed by all caterers and their staff while performing catering duties on the premises of the Gerald Ford Library and Museum.**

1. Caterer will be responsible for the entire set up of the event, including the provision of tables, chairs, table covering, skirting, and other items. **Candles and balloons are not allowed.**
2. Caterer will be allowed to bring catering materials into the Library or Museum any time on the day of the event. All materials must be removed by the following morning. All items should be carried in or brought in on carts to prevent marring the floors.
3. Caterer may begin set up in the Library or Museum lobbies after 3:00 PM on the day of an evening event. Plan to remove or fold up all tables and other items in public areas immediately after the event.
4. Caterer may prepare food in the kitchen area only. Prior approval is required if catering services intend to use the Library auditorium for food preparation (Ann Arbor location only). The use of temporary ovens or other catering food preparation equipment is prohibited within 50 feet of outside walls of the Library or Museum. No open flame for food preparation is allowed anywhere. Flameless heating units, warming trays and ovens, and Sterno® are permitted.
5. Library or Museum cupboards and drawers are off limits. If you need something, please ask a Library or Museum representative for assistance.
6. Caterer will provide all utensils to perform their job. (This includes but is not limited to: silverware, serving spoons, can opener, extension cords, bowls, aluminum foil, plastic wrap, coffee pot and/or pitchers.) Caterer is responsible for providing ice for the event.
7. Caterer should provide cleaning supplies. This includes but is not limited to: dish soap, trash bags and paper towels. If clean-up is not performed, a minimum amount of \$100 will be charged to the caterer or sponsoring organization.

**Certification: I CERTIFY that I understand and agree to abide by these Rules and Regulations.**

Catering Company Name:
Catering Company Point of Contact:
Catering Company Phone Number:

\_\_\_\_\_  
*Signature of Authorized Representative (Caterer)  
or Authorized Event Sponsor*

\_\_\_\_\_  
*Date*

## REQUEST FOR AUDIO-VISUAL EQUIPMENT AND SERVICES

The Library and Museum have a variety of audio-visual equipment and supplies. The following list outlines what is available to request for audio-visual equipment and related items.

A representative from your organization shall be responsible for operating the audio-visual equipment for your presentation (DVD, PowerPoint, etc.). It will be your responsibility to have your representative **trained** to use the Library's or Museum's equipment before your event. This training must be done during normal Library or Museum operating hours. ***We require a preview of your presentation set-up and materials prior to the event.*** Notify the Library or Museum as soon as you are aware of any changes in these program needs. The Library or Museum cannot be responsible for the set-up of equipment if changes are made less than 24 hours preceding the event.

Any special services or equipment (e.g., AV, lighting) not available through the Library or Museum will be your responsibility and cost. Please be aware that the Library and Museum presently **do not** provide hard wired or wireless internet access.

Please mark the appropriate spaces if you are requesting the following equipment or services.

***(Reminder: you must have a representative trained to use the equipment before your event.)***

\_\_\_\_\_ Please show "Gerald R. Ford: The Presidency Restored" at \_\_\_\_\_PM **(Grand Rapids location only).**  
(This film is approximately 20 minutes long.)

\_\_\_\_\_ Lectern with microphone

\_\_\_\_\_ Lapel microphone (#\_\_\_\_\_) (limit 2)

\_\_\_\_\_ Hand-held microphone (#\_\_\_\_\_) (limit 2)

\_\_\_\_\_ LCD projector and screen (auditorium)

\_\_\_\_\_ Portable LCD projector & portable screen **(available in both locations)**

\_\_\_\_\_ DVD/CD player (auditorium)

\_\_\_\_\_ Laptop hookup at lectern for PowerPoint presentation (must provide own laptop)

\_\_\_\_\_ Dry erase/flipchart board (must provide own flipchart pads) (limit 2)

\_\_\_\_\_ Other (describe) \_\_\_\_\_

*In accordance with NARA policy, parties wishing to videotape or broadcast their event must first secure permission from the Ford Presidential Library. In addition, the Ford Presidential Library reserves the right to photograph, videotape, or audiotape the event and proceedings for the purposes of documenting our own institutional history and reporting to our stakeholders.*



## ADDITIONAL INFORMATION

### EVENT PARKING

#### Library Event Parking (**Ann Arbor, MI**)

The Ford Library does not provide rental event parking during regular business hours (Monday-Friday, 8:45 AM – 4:45 PM) except for event coordinators and their service providers. The University of Michigan's Parking and Transportation Services (PTS) Department offers Special Events Parking Coordination services to assist guests and visitors attending events at the Gerald R. Ford Presidential Library. We suggest event coordinators provide parking stickers for the university lot directly across from the Ford Library (**Blue Lot NC8**) located off Beal Avenue and Fuller Road. Event organizers should contact PTS Customer Services at (734) 764-7530 no later than two weeks prior to their event. A "*Request for Special Parking*" form is available on the Public Transportation Services website at <http://pts.umich.edu> and should be completed and submitted. Paid visitor parking is available in the Red Lot (located in the far west section of Blue Lot NC8).

Event and program attendees may park without permit and free in the Library staff lot (35 parking spaces) anytime after **5 PM**, Monday-Friday. Handicap parking is available. Free parking is also available after 5 PM in the Blue Lot NC8, located directly across from the Library at Beal Avenue and Fuller Road.

#### Museum Event Parking (**Grand Rapids, MI**).

Free parking is available at the Gerald R. Ford Presidential Museum for both day and evening events and programs. There are 102 parking spaces in the South Lot, and additional free parking in the North Lot. Handicap parking is available.

### COMPUTER AND TELEPHONE USE

The Gerald R. Ford Presidential Library (Ann Arbor, MI) is not connected to the University of Michigan computer or telephone network. Public access to the National Archives computer or telephone network is prohibited. Please be aware that the Library and Museum presently **do not** provide hard wired or wireless internet access.